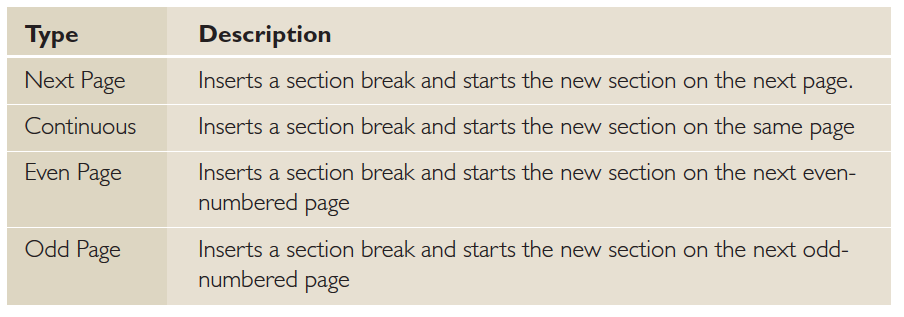
**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Pd: \_\_\_\_\_\_\_\_\_**

1. **Software Orientation**
   1. The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ tab contains groups of commands that will produce a formatted document’s layout for the entire document or sections of the document.
   2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the Page Setup allow you to set margins, change the document’s orientation, and adjust the paper size for the entire document or sections in the document.
   3. Inserting section \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ into the document enables you to change the page setup for an existing section in the document without affecting the other pages in the document.
   4. The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ command provides options to hyphenate words in a document automatically or manually and the non-breaking space wraps text to the next to avoid breaks at the right margin to create a uniform look.
   5. In the Paragraph group, Word contains features that control how a paragraphs \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ within the document and pages.
   6. You control the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the document by preventing widows and orphans to break in the document, or keeping text together, lines together, and determining where page breaks will break in the document.
   7. You can \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ the text flow in the document by creating multiple columns in a document, customize the column settings and insert column breaks in the Page Setup group.
   8. In the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ tab, you can insert a blank page in the document to begin a new page.
2. **Setting Page Layout**
   1. The layout of a page helps \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ your message.
   2. Although the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of your document is obviously very important, having appropriate \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, page orientation, and paper size all \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to the document’s readability and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
   3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ are the blank borders that occupy the top, bottom, and sides of a document.
   4. You can change \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ from Word’s default size of one inch using commands in the Page Setup group in the Page Layout tab.
   5. You can choose from a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or set Customize Margins in the Page Setup dialog box.
3. **Selecting a Page Orientation**
   1. A document’s orientation determines what \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ the text extends across the page.
   2. A document in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ orientation is 8½” by 11”, whereas a document in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ orientation is 11” x 8½”.
   3. As you plan and format a document, you must choose its page orientation.
   4. ***Portrait orientation*** text extends across the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ length of the document.
   5. ***Landscape orientation***orients text across the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ dimension of the page.
4. **Choosing Paper Size**
   1. While the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ paper size of 8½” x 11” is the default setting, Word provides several options for formatting documents for a variety of paper sizes.
   2. For instance, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, postcards, legal documents, or reports all require a different paper size.
   3. Many printers provide options for printing on different sizes of paper, and in some cases, you may need to change or customize the paper size in Word as you format your document.
   4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ documents, for example, must be formatted for 8½” x 14” paper.
5. **Working with Breaks**
   1. Word automatically inserts \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ breaks in multipage documents.
   2. There may be times, however, when you will be working with documents that contain various objects or special \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ that require you to control where a page or section breaks.
   3. You can \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and remove these manual page breaks and section breaks, and you can control word hyphenation or set nonbreaking spaces in Word.
6. **Inserting and Removing a Manual Page Break**
   1. A \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is the location in a document where one page ends and a new page begins. You may also decide where to insert the manual page break or set specific options for those page breaks.
   2. Page breaks display as a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ dotted line with the words *Page Break* in the center in the Print Layout view.
   3. In Print Layout view, Word displays a document page by page, one after the other, on a blue background.
   4. The Breaks menu contains options for inserting three types of breaks:
      1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_: Inserts a manual page break where one page ends and a new page begins
      2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_: Inserts a manual column break where text will begin in the next column after the column break.
      3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_: Separates the text around objects on a web page, such as caption text from body text.
7. **Inserting Section Breaks**
   1. A \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ***break*** is used to create a layout or formatting changes in a portion of a document. It appears with a dotted double line, labeled *Section Break*.
   2. You can use section breaks to create a section in your document that contains a page with margins and orientation that is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ from the remainder of the document.
   3. You can select and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ section breaks just as you can remove page breaks.
   4. There are \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ available options for creating section breaks in Word

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1. **Using Hyphenation**
   1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, shown as the punctuation mark - , are used to join words and separate syllables of a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ word.
   2. By default, hyphenation is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in Word; all words appear on a single line, rather than hyphenated.
   3. As you format a document, however, you might need to determine when to apply a hyphen.
2. **Inserting Nonbreaking Spaces**
   1. Word will determine when to wrap text to the next line as it reaches the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ margin.
   2. In some instances, you may want to keep the text together on the same line, such as for a date (November 19, 20XX), a telephone number ((999) 888-5555), a proper name (LA Martinez), and so on.
3. **Controlling Pagination**
   1. A well-organized and formatted document will capture and maintain the reader’s \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
4. **Controlling Widows and Orphans**
   1. To maintain an appealing appearance and readable content, you may need to keep the first or last line of a paragraph from appearing alone on the page.
   2. Word provides options for keeping text lines together and avoiding \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ lines of text at the top or \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of a page.
   3. A \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is the last line of a paragraph that appears at the top of a page.
   4. An \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is the first line of a paragraph that appears alone at the bottom of a page.
5. **Keeping a Paragraph’s Lines on the Same Page**
   1. To keep all sentences of a paragraph on the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ page, you can use Word’s Keep Lines Together command.
   2. By default, the Keep Lines Together feature in Word is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
   3. To keep the lines of a paragraph together, select the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, then open the Paragraph dialog box in the Page Layout tab and click to select the Keep Lines Together check box from the Line and Page Breaks tab.
6. **Keeping Two Paragraphs on the Same Page**
   1. Word considers any line of text followed by an \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to be a paragraph.
   2. To keep two paragraphs on the same page, you will select both \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, then, in the Lines and Page Break tab of the Paragraph dialog box, click to select the Keep with Next check box.
7. **Forcing a Paragraph to the Top of a Page**
   1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ page breaks usually occur at acceptable places in a Word document, but there may be times when you need to force a paragraph to the top of a page.
8. **Setting Up Columns**
   1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ are vertical blocks of text in which text flows from the bottom of one column to the top of the next.
   2. Newspapers, magazines, and newsletters are formatted in columns because of the \_\_\_\_\_\_\_\_\_\_ amounts of text.
   3. Text formatted into columns will produce \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ lines and a white space \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ columns.
   4. By default, Word documents are formatted as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ column, but you can change that formatting to display multiple columns or columns of varying widths.
9. **Formatting Columns**
   1. In addition to Word’s common column formats, you can \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ column formats to fit the text and the purpose of your document. By default, when you click the Columns button and select from the Column menu options, the whole document is formatted as columns.
   2. Using the Columns dialog box, you can apply column formatting to the whole document or a selected part of the document, only. You also can change a document formatted in multiple columns back to a single-column document.
   3. On the Page Layout tab, in the Page Setup group, the Columns menu lists these options for creating common column formats:
      1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_: Formats the text into a single column
      2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_: Formats the text into two even columns
      3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_: Formats the text into three even columns
      4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_: Formats the text into two unequal columns—a narrow one on the left and a wide one on the right
      5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_: Formats the text into two uneven columns—a narrow one on the right and a wide one on the left
      6. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_: Contains options for customizing columns
   4. Click the Line Between box to insert a vertical line between columns.
10. **Changing Column Widths**
    1. Column widths can be \_\_\_\_\_\_\_\_\_\_\_\_\_\_ or you can specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ column widths.
    2. Word provides an option to keep the columns with the same width by selecting the Equal Column Width option.
    3. Column width and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ settings are displayed for the first column only and can be set to a specific width.
11. **Inserting a Blank Page into a Document**
    1. When creating or editing a document, you may need to insert a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ page to add more text, graphics, or a table.
    2. Rather than pressing the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ key enough times to insert a blank page, Word provides a Blank Page command.
    3. You can insert a blank page at any point \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ a document—the beginning, middle, or end.
    4. To insert a blank page, position the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ point and click the Blank Page command in the Pages group on the Insert tab.
    5. To delete a blank page, use the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (¶) button to display hidden characters, then select and delete the page break.